**ARTICLE 20 SALARY SCHEDULE PLACEMENT AND MOVEMENT TA 12/14/14**

**Section 1 Requirements for Initial Employment for Tenured, Annually Contracted Academic Employees**

a. All new liberal arts academic employees, including counselors and librarians, must have an earned master’s or doctor’s degree from an accredited institution with emphasis in their teaching area.

b. If no master’s degree exists in the teaching area, the appointing authority (college president orChancellor ~~IELCEO~~) may grant a one-time exception. When such exception is granted, the appropriate vice president and the academic employee will develop a plan to obtain a master’s degree or equivalent.

c. All new adult education academic employees must have an earned master’s degree in adult education or a related field from an accredited institution.

d. All new professional/technical academic employees must have (per WAC 131-16):

1. An earned master’s degree from an accredited institution appropriate to the position, or
2. An earned bachelor’s degree from an accredited institution appropriate to the position and professional field expertise appropriate to the position, or
3. If neither a master’s or bachelor’s degree appropriate to the position is generally available (as determined by the appointing authority), then the employee shall be particularly qualified to provide instruction by possession of all of the following:
* Sufficiently broad and comprehensive training in the field, and
* Appropriate, industry recognized certification when available, and
* Two years of relevant, current work or teaching experience that particularly qualifies the employee to provide instruction in the area of specialization.

e. All new dually certified academic employees must:

1. Have a master’s degree with emphasis in their teaching area, and must be able to meet state professional/technical certification requirements, or
2. The department, with concurrence of the appointing authority, may propose a generally recognized industry standard professional certification/license as a minimum qualification, in lieu of a master’s degree.

f. The appointing authority will, at the time of hire, inform new academic employees in programs requiring special licensure and/or certification that specific circumstances exist.

The appointing authority is also responsible for ensuring that affected employees are kept informed in a timely manner of these special circumstances and in no case later than February 1st of the calendar year the license/certification expires (see also Article 3, section 13). Employees in programs requiring special licensure or certification must meet and maintain all minimum requirements of the appropriate licensing or accrediting body, or SBCTC regulations for professional/ technical educational certification, or both.

**Section 2 Requirements for Initial Employment for Non-Tenured, Annually Contracted Employees**

Section 1 requirements apply to annualized academic employees, with the exception that where a Master’s degree is required, an annualized academic employee in the final year of a master’s program may be granted an exception by the appropriate vice president provided the academic employee obtains a related master’s degree prior to employment contract renewal.

**Section 3 Placement of New Academic Employees on the Salary Schedule**

The appointing authority may place a new academic employee on salary schedule Steps 1, 2, or 3.

Based on (but not limited to) listed qualifications for the position, placement is generally expected to be:

1. Step 1 for those who meet minimum qualifications;
2. Step 2 for those who meet preferred qualifications;
3. Step 3 for those who exceed preferred qualifications.

Exceptions to initial salary placement beyond Step 3 may be made in instances where the appointing authority (college president or Chancellor ~~IELCEO~~) determines that such action would be in the best interest of CCS.

However, an academic employee’s education, experience, or both cannot be used for initial placement beyond step 3 and then used again for subsequent step movement when the employee reaches Step 7 (the “gate”). The appointing authority and the employee will, at the time of hire, agree to and sign documentation to this effect.

AHE will be notified of all initial placements beyond Step 3.

**Section 4 Grandfather Clause**

PIU/PDUs cannot be earned after August 31, 2009, or submitted for credit after September 30, 2009.

~~Prior to the ratification of the 2009-2012 contract,~~ Academic employees ~~will be~~ were notified July 1, 2009, of:

1. unused PIUs/PDUs previously earned, and
2. prior work experience as yet unused for salary step movement

~~Upon ratification of the 2008-11 contract, academic employees hired prior to adoption must choose to:~~

1. ~~Use these “banked” step movement credits (a. & b. above) until exhausted (on criteria established in the 2005-2008 master contract, Article XIX), or~~
2. ~~Elect to advance upon salary movement criteria established by this contract.~~

~~Those who choose to use option 1 (previously banked advancement criteria) may do so upon completion of the years of service requirement (i.e., two years per step from 1 to 10, and three years per step from 11 to 15). Advancement to Step 14 & 15 requires PIU/PDU credits to have been earned during or subsequent to AY 2005-06.~~ Movement beyond step 7 (i.e. the “gate”) will be based on cumulative PIUs and total years of service per the provisions of the 2005/08 Master Contract. Once through the “gate” further advancement will be subject to two-year holds on steps 8, 9 and 10 and three-year holds for steps 11 through 15, provided that cumulative PIU requirements are met. Advancement to steps 14 and 15 has the additional requirement of 15 PIUs per step earned since AY2005/06.

Once previously banked advancement credits are exhausted, all academic employees will advance per the criteria established in the 2008-11 or subsequent contracts.

**Section 5 Salary Step Advancement**

An academic employee may advance on the salary schedule (in addition to any “banked” step movements earned under prior contract requirements) as defined below:

~~Beginning Fall 2009,~~ Academic employees may advance one (1) salary step every two years, up to and including Step 10, or one (1) salary step every three years from Step 11 to Step 15, provided the employee:

1. Completes ~~four (4)~~ one CCS training program from subsection A(a), one training program from subsection A(b), one training program from subsection A(c) and one training program from subsection A(d) below, and
2. Submits, by June 30th of each year, an annual summary of their professional development activities (see subsection B).

**A. CCS Training Programs**

During each salary step advancement period, the academic employee is expected to complete and receive credit for ~~the following CCS~~ one training program from a), one training program from b), one training program from c) and one training program from d) below:

1. Family Educational Rights and Privacy Act (FERPA)/Washington State Ethics Law
2. Academic Employee Instructional/Service Development
3. CCS Safety and Security Practices
4. Completion of one additional CCS training program of the academic employee’s choice (a.k.a. “A la Carte”).

Prior to being offered, on-line training programs will be reviewed by the CCS/AHE Joint Executive Board.

Content from training categories a), b) and c) ~~Each training program~~ will be offered to new ~~faculty~~ academic employees in a traditional (i.e. on ground) format during the academic employee’s probationary period. To qualify for step advancement all new annually contracted academic employees must attend these required on-ground trainings within their first two (2) years of employment. If on-ground training is not completed in the first two (2) years, eligibility for step advancement is extended one full year and continues to be extended each time the requirement has not been met by the following June 30th.

Once the new employee on-ground training has been completed, ~~tenured faculty~~ academic employees may thereafter complete online versions of each training program, available 24/7 from July 1 through June 30. Online versions will not exceed 50 minutes in duration. Additional CCS-offered programs, provided in a variety of formats, may also be used for advancement credit. The Human Resources Office will assign all programs to a category per this section. Verification of attendance/completion will be obtained by customary means and credit awarded.

~~Faculty~~ Academic employees will be able to verify online when they have successfully completed sessions. At the beginning of each Spring quarter, the Human Resources office will notify academic employees in writing of trainings completed, as well as any further requirements needed to advance to the next salary step.

CCS training programs may also be used as an activity for purposes of professional/technical certification, consistent with Section 8.

Note: If an academic employee is the supervisor of record for paraprofessional staff (per Article 3(17b)), then completion of CCS’s supervisory certification training program is required (per Administrative Procedure 2.00.01-B and WAC 357-34). Supervisory certification counts as a CCS training under subsection A(d) (a.k.a. “A la Carte”), with the exception that ~~but~~ the format and length are mandated by the State of Washington.

In the event an action is filed against an academic employee for performance of the duties of his/her employment, the appropriate administrator(s) will recommend indemnification to the Board of Trustees, provided the academic employee has completed the appropriate training programs and has made a good faith effort to comply with the rules, regulations, and procedures contained therein.

**B. Summary of professional development activity**

~~During each advancement period for which an academic employee wishes~~ To advance a salary step, the academic employee will annually submit, ***by June 30th***, a ~~annual~~ summary of their professional development activities for that year (See also Article 10, table 2).

For purposes of salary step movement, the annual summaries will list the successful completion of at least one (1) professional activity per year representing skills improvement, maintaining currency in the area(s) of professional responsibility, demonstrating community activism or service, and validating the importance of life-long learning. Professional development activities need only be listed, and former criteria of hours spent, justification, agendas, and reading lists are not required.

Annual summaries submitted for step advancement will be acknowledged by the appropriate administrator as received, but not otherwise evaluated, assessed, scored, or challenged. Academic employees who have not been evaluated, or whose evaluations have been delayed for reasons beyond their control, shall not be prevented or delayed from an earned salary step movement.

Per Article 3, Section 12(b), employment contracts issued prior to the conclusion of salary negotiation may be based on the academic employee’s salary current in effect but noting that the stated salary will be adjusted consistent with the outcome of those negotiations.

**Section 6 Time on Step**

For purposes of step advancement, academic employees hired after the beginning of an academic year will be credited a full year of time-on-step only if employed 87 or more contractual days during their first year of employment. Otherwise, time-on-step will commence the following year.

**Section 7 Tenure Step**

In recognition of the additional responsibilities of tenured academic employees, academic employees initially placed on steps 1 through 7 will receive one (1) step advancement at the start of the next fall quarter after tenure has been granted. This tenure step will be in addition to any regular increment step that may have been earned. Academic employees initially placed on steps 8 or higher will not receive a tenure step advancement.

**Section 8 Step Advancement at and Beyond Step 7**

Upon completing Step 7 (a.k.a. “the gate”), academic employees hired after the adoption of the 2009-12 contract (or those hired earlier who have elected to advance upon criteria established in the 2009-12 contract) may advance multiple steps based upon the following:

1. Academic employees who have an earned doctoral degree from an accredited institution; or who have 8 years of related professional experience earned outside of CCS employment will be advanced two additional salary steps and move to step 10.
2. Academic employees who have an earned master’s degree from an accredited institution or have 4 years of related professional experience earned outside of CCS employment will be advanced one additional salary step and move to step 9.
* Related Professional experience is considered to be holding a position of responsibility that directly relates to the skills needed while in CCS employment.
* One year’s related professional experience in an academic setting is considered to be a full load per teaching category where the employee has full responsibility for the class setting.

Two calendar years of half time teaching/ employment equate to one year of related professional experience.

* One year’s related professional experience outside academia is considered to be 2,080 compensated hours per year.
* Unless previously used for advanced step placement under this Article, current CCS employees ~~serving in a capacity other than as an annualized academic employee~~ may use past CCS experience as “related professional experience.”

The appointing authority will review and resolve issues regarding related professional experience.

After attainment of Step 8 or higher, earning a first or supplemental academic degree from an accredited institution of higher education will result in one additional step movement per degree earned.

For an example of step movement see Appendix M.

**Section 9 Professional/Technical Certification**

**A. Certification**

Certification is a condition of continued employment for all professional/technical education personnel, per WAC 131-16-092.

**B. Initial Certification and 3-Year Professional Development Plan**

The institution’s chief professional/technical administrator will issue initial certification to new professional/technical academic employees at the time of hire. Initial certification lasts three years and requires the appropriate administrator and the academic employee (with approval by the chief professional/technical administrator) to develop a professional development plan during the first quarter of employment.

This plan identifies priorities for the academic employee’s professional growth in the skill standards listed in section 8(c) below. The initial plan activities will include, at a minimum:

1. Attendance at quality instructional skills course(s) or program(s) which focuses on identified professional development skill standards (equals 1 activity per course/program). The chief professional/technical administrator may exempt this requirement if s/he determines it appropriate.
2. If first aid certification is required, one first aid course to include specific training in CPR and blood borne pathogens and resulting in first aid certification during the first quarter of employment, or if first aid certification is not required, another activity during the three year plan (equals 1 activity).
3. Attendance at the new professional/technical ~~faculty~~ academic employee orientation program per WAC 131-16-093 (equals 1 activity).
4. Initial certification is not renewable. The college’s or unit’s chief professional/technical administrator is responsible for ensuring the courses, training, or programs listed above are available annually.

**C. Standard certification**

Standard certification shall be issued by the chief professional/technical administrator only upon completion of the requirements of the initial certification’s professional development plan. Standard certification must then be renewed on a five-year cycle thereafter.

To maintain standard certification, the professional/technical academic employee and the appropriate administrator must mutually develop and the chief professional/technical administrator must approve a professional development plan (see Appendix J) consistent with the provisions of WAC 131-16. The academic employee must complete the plan prior to the next cycle. Each plan will focus on professional development priorities that advance the following skill standards:

1. Managing learning environments
2. Developing outcomes, assessments, and curricula
3. Developing and reviewing programs
4. Providing student instruction
5. Providing support and guidance to students
6. Performing administrative functions
7. Creating and maintaining a professional environment
8. Promoting the program and recruiting students
9. Learning and adapting new technologies
10. Performing program management functions

**D. 5-Year Professional Development Plan for Standard Certification**

Using the skill priorities listed in section c above and the professional development plan form (Appendix J), the professional/technical academic employee shall develop an individualized plan for each five-year cycle.

At a minimum, the plan shall:

1. Address the academic employee’s ability to provide student instruction, manage learning environments, and develop outcomes, assessments, and curricula
2. Require completion of no fewer than five (5) professional development activities that demonstrate achievement of the skill priorities identified
3. Identify each activity’s anticipated measurable outcome and anticipated completion date

Completion dates are intended to allow the academic employee to monitor his/her own progress.

One activity may apply to multiple skill priorities.

**E. Activity completion**

Each professional/technical academic employee is responsible for documenting how accomplished activities satisfy his/her development plan.

The chief professional/technical administrator is responsible for certification, via the standard approval form (Appendix I).